

**BY ORDER OF THE COMMANDER  
HILL AIR FORCE BASE**

**HILL AIR FORCE BASE INSTRUCTION  
36-802**



**25 MAY 2016**

***Personnel***

***ENVIRONMENTAL DIFFERENTIAL  
AND HAZARD PAY***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering

**RELEASABILITY:** There are no releasability restrictions on this publication

---

OPR: 75 FSS/FSMC

Certified by: 75 FSS/FSMC  
(Katheleen H. Cooper)

Supersedes: HILLAFBI 36-802,  
6 November 2009

Pages: 6

---

This instruction implements AFPD 36-8, Employee Benefits and Entitlements Work/Life Programs, and establishes the Environmental Differential Pay (EDP)/Hazard Pay (HP) Program for Hill Air Force Base. It provides instructions for administering the program, defines roles and responsibilities, and provides guidance for requesting or terminating EDP/HP pay. This instruction should be used in conjunction with the Office of Personnel Management (OPM) Federal Wage System (FWS) Appropriated Fund Operating Manual and 5 CFR 550. It is applicable to all appropriated fund employees serviced by the Civilian Personnel Section (CPS), 75FSS/FSMC. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

***SUMMARY OF CHANGES***

This instruction has been significantly revised and should be reviewed in its entirety, to include establishing minimum organization approval level, updated office symbols, clarifies roles and responsibilities and establishes clear procedures for requesting and reauthorization of EDP/HP.

**1. The Air Force and Hill Air Force Base goal is to eliminate or reduce to the lowest possible level (e. g. to a level consistent with accepted standards, such as those listed in AF instructions or Occupational Safety and Health Administration standards) all hazards, physical hardships, and working conditions of an unusually severe nature, commonly referred to as hazardous conditions. When a hazard cannot be eliminated or controlled, EDP/HP may be warranted. The authorization of an EDP/HP is not to be interpreted as condoning the situation which warrants the pay. Positive actions will be taken to eliminate the danger and/or risks that contribute to or cause the situation to be warranted for differential pay. Assignment of duties involving exposure to such situations will be limited to the minimum amount of time and number of employees practical for successful task accomplishment.**

1.1. Environmental differential pay and hazard duty pay are different.

1.1.1. Hazard Pay (HP) For General Schedule (GS) Employees. Hazard duty pay differentials are governed by 5 C.F.R. 550 and authorize hazardous duty pay to general schedule employees who are assigned to and perform irregular or intermittent duties that are specified in Appendix A. When a GS employee performs a duty for which a hazard pay differential is authorized, the agency must pay the hazard pay differential for all hours in which the employee is in a pay status on the day the duty is performed. Hazard duty pay differential shall not be paid to an employee if the duty was taken into account in the classification of the position.

1.1.2. Environmental Differential Pay (EDP) For Federal Wage System (FWS) Employees. EDP is authorized for FWS wage employees working situations involving unusual hazards, physical hardships, or severe working conditions. Each situation must be reviewed and approved in accordance with the provisions of 5 CFR 532 and the FWS Operating Manual, Appendix J.

## **2. Responsibilities:**

2.1. Supervisor:

2.1.1. Supervisors are responsible for ensuring all possible measures are taken on the job site to reduce to the lowest possible levels all hazards, physical hardships, and working conditions of an unusually severe nature. This includes, but is not limited to, adherence to all applicable technical instructions and safety directives covering the work situation.

2.1.2. Supervisors of areas with approved EDP/HP arrangements must continuously strive to eliminate and/or reduce the hazard and are required to report any changes that may affect the EDP/HP determination. Each authorized EDP/HP work situation will be reviewed at least every 2 years.

2.1.3. The supervisor/timekeeper will document and enter the percentage of approved and total hours worked in the approved EDP/HP work situation into the appropriate timekeeping system for processing. The supervisor is responsible for ensuring the hours reported for payment are the hours that were worked in the approved EDP/HP work situation. The reporting of these hours is subject to audit.

2.2. The Hill EDP/HP Program Manager will:

2.2.1. Initiate final approval or disapproval of an EDP/HP request based upon governing instructions and recommendations of the Installation Safety Office and the Bioenvironmental Engineering Flight.

2.2.2. Prepare a listing identifying employees who are in EDP or HP work situations, every 6 months or as new situations are approved, whichever is sooner.

2.2.3. Ensure EDP/HP information is coded into the Personnel Data System.

2.3. Installation Safety Office (75 ABW/SE) and Bioenvironmental Engineering Flight (75 AMDS/SGPB) will evaluate the task submitted on the request and defined categories in the FWS Operating Manual, Appropriated Fund and Non-appropriated Fund or 5 CFR 550, Subpart I, and concur or non-concur with the request.

2.4. The Civilian Personnel Officer (CPO) will review any information submitted with the request, to include concurrence/non-concurrence from the Installation Safety office and Bioenvironmental Engineering Flight, and provide final approval/disapproval.

### **3. Procedures for Initial EDP/HP Work Situation Approval:**

3.1. The management official responsible for a work function involving a hazard will:

3.1.1. Contact the Installation Safety Office and Bioenvironmental Engineering Flight to determine if the use of engineering controls, replacing toxic materials with non- or less-toxic products, personal protective equipment (PPE), administrative controls, or other protective measures can eliminate the condition. If the hazard cannot be eliminated or reduced to a level that is no longer significant, the management official will initiate an AF Form 683, Request for approval of Environmental Differential Pay through appropriate organizational levels. The Supervisor will include a current PD, Industrial Hygiene Assessment, Work Place Hazard Analysis report and a Job Safety Analysis report.

3.1.2. AF Form 683, Request for Approval of Environmental Differential Pay, will be used to request approval of EDP/HP. In addition to the information required in Part 1 of AF Form 683, the initiating management official will include a copy(s) of the current position description(s) and the latest hazard analysis.

3.2. The Hill EDP/HP Program Manager will:

3.2.1. Review the submitted package to ensure compliance with this instruction and governing guidance, submit the package to the Installation Safety office and Bioenvironmental Flight and coordinate the final decision with the CPO.

3.2.2. Return the package to the organization for distribution to the original submitter and maintain a copy of the request.

### **4. Procedures for Review/Reauthorization of an Approved EDP/HP Work Situation:**

4.1. The first-level supervisor has the primary responsibility to ensure that continuous action is taken to eliminate or reduce to the lowest possible level the danger or risk that contributes to or causes the hazard. Any changes to the work situation that may affect a current EDP/HP determination will be reported to the Hill EDP/HP Program Manager in writing.

4.2. Approved EDP/HP work situations will be reviewed every 2 years or at the request of the Program Manager. All paperwork must be re-accomplished every 4 years. The first-level supervisor will follow the procedures for initial EDP/HP work situation review/approval as listed in Section 3 of this instruction. Failure to receive reauthorization could result in loss of EDP/HP approval for work situations.

RONALD E. JOLLY, SR., Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING DOCUMENTATION*****References***

5 USC 5455 *Night Standby Irregular Hazardous Duty Differential*

5 USC 5343 *Prevailing rate determinations; wage schedules; night differentials*

5 CFR 550 *Appendix A to Subpart I of Part 550 - Schedule of Pay Differentials Authorized for Hazardous Duty under Subpart I*

5CFR 532.511 *Environmental Differentials FWS Operating Manual*

*DoDI 6055.1, DoD Safety and Occupational Health (SOH) Program*, 14 October 2014

*AFPD 36-8, Employee Benefits and Entitlements Work/Life Program*, 24 December 2014

***Adopted Forms***

AF Form 683, *Request of Approval of Environmental Differential Pay*

AF Form 847, *Recommendations for Change of Publication*

***Acronyms***

**EDP**— Environmental Differential Pay

**FWS**— Federal Wage System

**GS**— General Schedule

**HP**— Hazard Pay

**CFR**— Code of Federal Regulations

**OPR**— Office of Primary Responsibility

**PPE**— Personal Protective Equipment

**CPO**— Civilian Personnel Officer

**75 FSS/FSMC**— Civilian Personnel Section

**75 ABW**— 75th Air Base Wing

**75 ABW/SE**— Installation Safety Office

**75 AMDS/SGPB**— Bioenvironmental Engineering Flight

**Attachment 2****INSTRUCTIONS FOR COMPLETION OF AF FORM 683, ENVIRONMENTAL  
DIFFERENTIAL OR HAZARD PAY AUTHORIZING DOCUMENT****Table A2.1. AF FORM 683 Instructions.****Part I.**

The requester will complete the following items on AF Form 683:

Item 1 – 75 FSS/FSMC

Item 2 – Organizational symbol of requester

Item 3 – Self explanatory

Item 4 – Self explanatory

Item 5 – Self explanatory

Item 6 – Enter a clear concise description of the task being accomplished, including the nature of the hazard

Item 7 – Self explanatory

Item 8 – This information will be taken from the appropriate regulation (Operating Manual, Federal Wage System, Appendix J, for Wage Grade employees; 5 CFR 550, Subpart I, Appendix A, for GS employees)

Item 9 – Taken from Appendix A or J depending on the type of position

Item 10 – Individual who is authorized to assign work being accomplished (usually supervisor)

Item 11 – Individual who is authorized to sign time cards of employees in item 4

Item 12 – Signed by the Group/Division level

Item 13 – Self explanatory

**Part II.**

Any comments from 75 ABW/SE or 75 AMDS/SGPB may be entered on the reverse or on a separate piece of paper.

**Part III.**

To be completed by 75 FSS/FSMC.